

**DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
JOB OPPORTUNITY
CT CAREERS TRAINEE (target class: ASSISTANT RATE SPECIALIST)**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Public Utility Regulatory Authority, Utility Regulation Division, Rates and Revenue Unit

Position#: 100252

Type of Position: Full-time, Permanent

Annual Salary: \$42,090. (AR15-Step1)

Closing Date: 10/15/12

Eligibility Requirement: Candidates on Reemployment/SEBAC lists will be given first consideration.

Description of Duties:

Receives training in introductory professional utility regulatory work for the development of technical and professional skills and knowledge in order to qualify for advancement to professional-level work of the agency; performs a wide variety of increasingly difficult duties as skills are acquired during the course of the training period including: performing studies, analysis and research of rate structures of various companies under the jurisdiction of the Agency; reviewing rate and tariff schedules for compliance with regulations and departmental findings and orders; assisting in preparation for staff participation in formal hearings before the commission or agency; reviewing actions taken by regulatory or legislative bodies which have a bearing upon policies and practices of regulated companies; assisting in performance of economic analyses in the area of rate structure design and impact on consumers; other related duties.

Appointment to a position in the class shall be for a period of not more than one (1) year. Appointment to the target class (Assistant Rate Specialist) shall be made upon successful completion of the prescribed training program.

Knowledge, Skills and Abilities:

- Oral and written communication skills.
- Ability to understand, evaluate and solve problems by exercising judgment and logic.
- Ability to read, interpret and understand written material;
- Ability to perform arithmetical computations;
- Ability to interpret charts, graphs and tables;
- Learning and reasoning ability;
- Interpersonal skills;
- Ability to utilize computer software, i.e. Microsoft Office Suite.

Experience and Training:

Bachelor's or Master's degree in economics, finance, accounting, statistics, mathematics, and/or business management.

Special Experience:

- Incumbent in this position may be required to travel.
- Incumbent in this position will be required to possess and retain a valid Motor Vehicle Operator's license.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, a [CT-HR-12](#) Application for Employment, College transcript(s) and Current State employees must provide a copy of the last two performance appraisals to: **(Incomplete packages will not be considered)**

Department of Energy and Environmental Protection
Human Resources Division
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Hartford, CT 06106-5127
Attn: Diane B. Ragali
Telephone: (860) 424-3006
Fax: (860) 424-3896

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action/Equal Opportunity Employer that is committed to requirements of the Americans with Disabilities Act. Any person with a disability who may need information in an alternative format may contact the agency's ADA Coordinator at 860-424-3194, or email deep.hrmed@ct.gov. Any person with a hearing impairment may call the State of Connecticut relay number 711.